

DP 0-1054
1 AUG 1980

MEMORANDUM FOR: Director of Training
FROM: Bruce T. Johnson
Director of Data Processing
SUBJECT: Orientation Training
REFERENCE: Your memo dtd 29 July 80, same subject
(OTR 80-5738)

1. In comparing reference with our training records, we have found that only one of the individuals you listed is a candidate for orientation training. Specifically we have verified the following:

Orientation for New Employees

- STATINTL [REDACTED] - Staff employee returned from LWOP
[REDACTED] - Attended 11-14 March 1980
[REDACTED] - Attended 8-11 April 1980

Introduction to CIA

- STATINTL [REDACTED] - Student trainee (per OTR oral instruction, should not be enrolled until converted to staff employee)
STATINTL [REDACTED] - Student trainee who converted to staff status in January 1980. Form 73 has been submitted to DDC for her enrollment in the first class.

2. During the past year ODP has exerted much effort to ensure that new EOD's obtain the basic training they need. We believe we have been quite successful in this regard, but we appreciate your calling to our attention any apparent omissions so that we can ensure that no one is overlooked.

(s) Bruce T. Johnson

Bruce T. Johnson

cc: ODP Training Officer
O/D/ODP/DC/AS:ee/8-6-80
Distribution: Orig - adse

1 - ODP Trng Officer
2 - O/D/ODP

5 August 1980

MEMORANDUM TO: Director, ODP

STATINTL FROM: [REDACTED] ODP Training Assistant
SUBJECT: Orientation Training
REFERENCE: OTR Memo, dated 29 July 1980,
Same Subject.

1. In response to the list of names reported to you as not being enrolled in the formal orientation courses (Introduction to CIA and Orientation for New Employees), my records reflect the following:

INTRODUCTION TO CIA

[REDACTED] A Student Trainee (should not be enrolled until converts to Staff employee)

[REDACTED] A Student Trainee who converted to Staff employee in January 1980 (an oversight on my part). Form 73 submitted August 1980

ORIENTATION FOR NEW EMPLOYEES

- STATINTL [REDACTED]
- Rehire
 - Attended in March 1980
 - Attended in April 1980

STATINTL [REDACTED]

Attachments: Completion Certificates issued by OTR

TRAINING REPORT

ORIENTATION FOR NEW EMPLOYEES
(No. 4-80) 32 hours-full time

11 - 14 March 1980

25X1A NAME : [REDACTED] YEAR OF BIRTH : 1952
GRADE : 04 EOD : 0180
OFFICE: ODP SERVICE DESIGNATION: MZ
CLASS ENROLLMENT : 53

COURSE OBJECTIVE

In this course, each student is expected to gain a basic understanding of the missions and structure of CIA and an appreciation of the rights and responsibilities of its employees.

Methods of meeting this objective are through lectures, films, readings, discussion groups, and a final examination.

This is to certify satisfactory completion of this course.

FOR THE DIRECTOR OF TRAINING:

25X1A

[REDACTED]

25 June 1980

Date

DERIVATIVE CL BY 012601
REVIEW ON 14 MARCH 2000
DERIVED FROM A9a5.2

CONFIDENTIAL

~~CONFIDENTIAL~~

Approved For Release 2001/07/12 : CIA-RDP83T00573R000300140004-3

TRAINING REPORT

ORIENTATION FOR NEW EMPLOYEES
(No. 5-80) 32 hours-full time

8 - 11 April 1980

25X1A NAME : [REDACTED] YEAR OF BIRTH : 1950
GRADE : 04 EOD : 0180
OFFICE: ODP SERVICE DESIGNATION: MZ
CLASS ENROLLMENT : 45

COURSE OBJECTIVE

In this course, each student is expected to gain a basic understanding of the missions and structure of CIA and an appreciation of the rights and responsibilities of its employees.

Methods of meeting this objective are through lectures, films, readings, discussion groups, and a final examination.

This is to certify satisfactory completion of this course.

FOR THE DIRECTOR OF TRAINING:

25X1A

[REDACTED]

25 June 1980

Date

DERIVATIVE CL BY 012601
REVIEW ON 11 MARCH 2000
DERIVED FROM A9a5.2

~~CONFIDENTIAL~~

Approved For Release 2001/07/12 : CIA-RDP83T00573R000300140004-3

UNCLASSIFIED

Approved For Release 2001/07/12 : CIA-RDP83T00573R000300140004-3

 INTERNAL CONFIDENTIAL SECRET

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Orientation Training

FROM:		EXTENSION	NO
DTR 1026 C of C		3245	OTR 80-5738
		DATE	
		29 July 1980	
TO: (Officer designation, room number, and building)		RECEIVED	OFFICER'S INITIALS
1. D/ODP 2D0105 HQS		8/1	J
2. EO		1-17	AD
3. DD		Army ER	
4. DC/AS			Co train done 8/15
5.			
6.			1-4
7.			I don't understand this. We have (I thought) firm rules on attendance at these courses. How did these people get passed over?
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

CONFIDENTIAL

DDI-C-1029

OTR 80-5738

MEMORANDUM FOR: Director of Data Processing

FROM: Donald E. Smith
 Director of Training

SUBJECT: Orientation Training

25X1A 1. As you know, the Headquarters Regulation regarding orientation of new employees [REDACTED] has been revised to emphasize attendance in the formal orientation courses conducted by the Office of Training, in addition to the entrance-on-duty briefings given by the Offices of Personnel and Security.

2. All new professional employees should enroll in the Introduction to CIA, and new clerical and technical support personnel should attend the Orientation for New Employees. Responsibility for monitoring compliance with this regulation rests in the Office of Training.

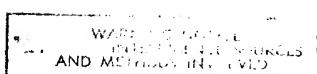
3. The Office of Training obtained from the Office of Personnel Policy, Planning and Management a computer listing of employees who have entered on duty since 1 January 1980. The attached lists indicate the names of those new employees in your Office who, according to OTR records, have not enrolled in the appropriate course. Inasmuch as I have been charged by the DDCI with reporting delinquencies, we expect these employees to be registered for attendance during the next three months or alternate action to be taken as specified in the regulation. It is possible that the lists contain the names of some rehired annuitants; these should be disregarded. Dates of future runnings of both courses are listed in the OTR Schedule of Courses, and additional information on offerings can be found in the Registration Statistics. For information, call OTR Central Registrations on extension 2-27.

[REDACTED]

Donald E. Smith

25X1A

Attachment



Unclassified when separated
 from attachment.

INITIATIVE CL BY 007737
 FINAL REVW ON 29 July 2000
 MOVED FROM A9c5.2

INITIATIVE CL BY
 FINAL REVW ON
 MOVED FROM

007737
 29 July 2000
 A9c5.2